

Rescind VACANCY NOTICE Rescind

For opportunities in RHODE ISLAND STATE GOVERNMENT

CS-376
Rev.9/93

DESCRIPTION OF POSITION	TITLE OF POSITION: Chief Clerk		CLASSIFICATION CODE: 02412500																
	SALARY RANGE B16 29403-32533		REFERENCE POSITION NO: 1134-50300																
GENERAL INFORMATION TO CANDIDATE	Health Family Health		APPLICATION PERIOD: 03/30/04-4/05/04																
	DEPARTMENT OR AGENCY NAME		DIVISION/SECTION/UNIT																
	ASSIGNMENT(S) COMMENTS :																		
	SHIFT AND DAYS:		3 Capitol Hill, Providence																
	RESTRICTIONS/LIMITATIONS:																		
	POSITION COVERED BY COLLECTIVE BARGAINING UNIT YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																		
	NAME OF BARGAINING UNIT Council 94																		
	THERE IS IS NOT <input checked="" type="checkbox"/> A Civil Service List for this position. SEE A/B FOR SPECIFIC INSTRUCTIONS.																		
STATEMENT OF DUTIES	INSTRUCTIONS. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the File Position Title and number. Most important- Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying. The title of your present position and date you entered it. Date you entered State service. Name of department where you are currently employed. Your business telephone number. Present Union Affiliation *** <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>A. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not to be in the class position. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letter "N.A." for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>B. AMERICAN WITH DISABILITIES ACT: Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMODATION, then the individual shall not be considered unqualified for the position.</p> <p>MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the American with Disabilities Act (ADA).</p>																		
	DUTIES / RESPONSIBILITIES: The position reports directly to the Key Administrator in the Division of Family Health. The incumbent will be expected to have a thorough knowledge of the RI-SAIL system, state purchasing rules and regulations, as well as departmental purchasing procedures. The position would assist in tracking vendor payments through RI-SAIL system. The incumbent would provide support and information to the program staff regarding routine purchasing guidelines and regulations, and travel regulations. As needed, will provide support in the area of required personnel forms. The Chief Clerk will coordinate work assignments for subordinate fiscal clerks.																		
MINIMUM EDUCATION & EXPERIENCE	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Graduation from a senior high school; and employment involving supervision of the work of a small staff engaged in performing varied routine and difficult clerical tasks. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.																		
WHERE TO APPLY	Apply within the application period as shown on this announcement. NOTE: Some state union contracts allow a 3-day grace period for receipt of CS-14 application or bid. This office does not assume responsibility for applications sent through the mail. <table border="0"> <tr> <td>SEND RESUME OR CS-14 APPLICATION TO:</td> <td>Telephone #</td> <td>222-2265</td> </tr> <tr> <td>Kathy Guadagno</td> <td>Fax #</td> <td>222-1256</td> </tr> <tr> <td>Office of Health Personnel</td> <td>TTD#</td> <td>1-800-745-5555</td> </tr> <tr> <td>3 Capitol Hill, Room 402</td> <td></td> <td>(Hearing/Speech Impaired)</td> </tr> <tr> <td>Providence, RI 02908</td> <td></td> <td></td> </tr> </table>				SEND RESUME OR CS-14 APPLICATION TO:	Telephone #	222-2265	Kathy Guadagno	Fax #	222-1256	Office of Health Personnel	TTD#	1-800-745-5555	3 Capitol Hill, Room 402		(Hearing/Speech Impaired)	Providence, RI 02908		
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER